

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: 04/19/05

CONTACT PERSON/PHONE: Human Resources, Terry Bond, (915) 541-4509

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Resolution for Senior Internal Auditor

BACKGROUND / DISCUSSION:

The creation of this classified position was requested by the City Manager to assist with managing and conducting comprehensive financial audits. No current specification adequately describes the nature, scope and level of assignments and requirements for this position that meets the needs of the department.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Already budgeted for FY/05.
Fund Source: 15010716-01101-15000

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

As per Civil Service Commission action on 04/14/05.

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) LM

FINANCE: (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Senior Internal Auditor** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **5228**. The Grade is **EX G**.

PASSED AND APPROVED this 19th day of April, 2005.

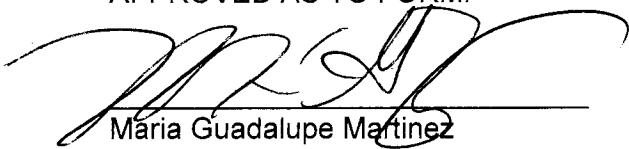
THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

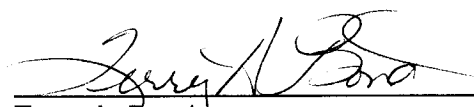
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Maria Guadalupe Martinez
Assistant City Attorney

APPROVED AS TO CONTENT:



Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: April 14, 2005

By: _____
Secretary



Human Resources Department

MEMORANDUM

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director
From: Ana I. Sanchez, Personnel Analyst II
Date: April 8, 2005
Subject: New Job Class

Human Resources recommends Commission approval of the job classification item listed below. See attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Senior Internal Auditor	5228	EX G

Thee creation of the proposed subject job class was requested by the City Manager to assist with managing and conducting comprehensive financial audits. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position that meets the needs of the department.

The proposed job specification was written in the standard style and format and was reviewed by the City Manager, Deputy City Manager of Financial and Administrative Services, and the Human Resources Director. The City's current methodology for valuing jobs was then applied.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 3 b. Classification of New Positions:

"Whenever a new position is proposed, the department head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the required duties, responsibilities and qualifications of the position, recommend the appropriate class and grade in the classification plan to which the position should be allocated

If no appropriate class exists, a new class shall be developed by the Human Resources Director, which shall be submitted to the Civil Service Commission for approval and to the City Council for adoption."

Approval of this proposed new job class will allow Human Resources to proceed to fill this position through competitive recruitment and examination.

Attachment

Professional and Managerial Branch
Fiscal and Tax Group
Auditing Series

SENIOR INTERNAL AUDITOR

4/05 (AIS)

General Purpose

Under direction, plan, coordinate, manage and conduct comprehensive financial, regulatory and contract compliance, operational, and grant audits. Act as principal executive in charge in the absence of the Chief Internal Auditor.

Typical Duties

Supervise, plan, develop and conduct financial audits to analyze and evaluate the effectiveness of procedures and operating controls designed to safeguard the City's assets. Involves: Develop and implement audit objectives, detailed audit programs, and methodology to include resource allocation, budget constraints and time schedule. Develop, implement, and monitor standardized audit procedures, work papers, and reports including electronic processes. Prepare time and expense budgets for audit assignments. Obtain, analyze, and appraise audit evidence for an informed, independent and objective opinion concerning the efficiency and effectiveness of internal controls within the audit scope. Review audits performed by staff members to ensure that they are conducted according to audit standards. Identify factors causing deficient conditions and recommend course of action to improve conditions. Evaluate and identify opportunities for improvement of service delivery including administrative and control methods and systems, and internal relationships. Document, present and discuss audit findings and recommendations with City management. Perform follow-up audit procedures to appraise the adequacy of the corrective action. Investigate allegations of misappropriation to determine wrongdoing, identify parties and quantify loss. Coordinate with independent auditors. Prepare, interpret, and explain complex financial and administrative reports.

Assist with unit administration. Involves: Assist in preparation of annual budget to include cost benefit, statistical, or other analyses. Establish unit mission, goals and performance measures. Develop and revise policies, procedures and processes. Supervise operation and updating of collection documentation and required department record keeping. Assist in preparation of technical, statistical and cost estimates and results analyses of unit activities for City administration, regulatory agencies and the public.

Supervise assigned supervisory and non-supervisory professional staff. Involves: Determine and change workflow, procedures and results targets. Schedule and balance workloads, make or approve project assignments, issue written and oral instructions, arrange for or conduct orientation and training. Examine work for exactness, neatness, and policy and procedure conformance, guide staff to overcome difficulties encountered, correct errors and rectify complaints. Measure and evaluate performance of direct reports and review employee appraisals by subordinate supervisors. Coach to motivate competency improvement and career advancement. Maintain harmony among workers and resolve grievances. Serve on applicant interview panels. Recommend employee selection, pay adjustments or commendations, discipline and termination, and other status changes.

Perform related administrative, professional and incidental duties as required. Involves: Substitute for subordinates, as qualified to sustain continuity of normal operations, as necessary. Provide technical support to other personnel and City departments. Attend meetings and conferences. Prepare and make presentations. Prepare reports of audit findings and recommendations. Represent the City at various meetings and conferences. Participate in or conduct special City administration studies, and serve on ad hoc interdepartmental committees dealing with Citywide policy and strategy issues as assigned. Research, analyze and stay abreast of changes in applicable regulations and trends.

Knowledge, Abilities and Skills

- Comprehensive knowledge of governmental accounting and auditing principles and methods and related federal, state and local laws, regulations, rules and ordinances including Generally Accepted Auditing Standards (GAAS), Generally Accepted Accounting Principles (GAAP), Single Audit Act, and State audit guidelines.
- Comprehensive knowledge of municipal operations and organization, and standard business and public fiscal administration policies and procedures.
- Good knowledge of supervisory techniques, and federal, state and local rules and regulations related to human resource management.
- Good knowledge of customer service or public relations practices.
- Ability to plan and conduct financial, performance and inventory audits in both manual and automated processing environments, to ensure their conformance to accepted standards, and to maintain confidentiality and objectivity of findings.